

Town of Brookline

Massachusetts



FY 2015 REQUEST FOR PROPOSAL APPLICATION (RFP) GUIDELINES FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

Due: Submit 1 signed original copy on white, 8.5" x 11" paper (collated and stapled) and send one copy electronically to glewis@brooklinema.gov. Packet must be received by 5:00 p.m., Tuesday February 25, 2014.

Questions regarding the completion of the application should be directed to Gail M. Lewis at (617) 730-2133.

Request for Proposals submitted after February 25, 2013 at 5:00 p.m. will not be considered for funding.

SECTION 1: FY 2015 Information & Guidelines for Applicant

Purpose

The Community Development Block Grant (CDBG) Program of the United States Department of Housing and Urban Development (HUD) enables the Town of Brookline to carry out activities determined to be eligible under the grant which principally benefit low- and very low-income residents.

Eligible Criteria

HUD requires that any program funded with CDBG funds must (1) meet one of the categories of basic eligibility; (2) meet one of the national objectives of the program; and (3) provide adequate documentation as required by category of activity. If you are planning to apply for funding of an activity deemed eligible under the CDBG Program for an agency, please note that:

- Applications will only be accepted from non-profit organizations or Town agencies.
- All requests submitted will be in competition for funding.
- Activities must provide services to the primarily low- and moderate-income households of the Town.
- Agreements with the Town must run within the July 1, 2014 to June 30, 2015 timeframe.
- All organizations are eligible to participate without regard to religious character or affiliation.

General Criteria

1. All projects/activities should benefit lower income individuals or families due to the fact that Brookline currently has no identified areas of “slums and blight” nor does an “urgent need” exist, as defined by HUD.
2. Completed applications must be submitted by **Tuesday, February 25, 2014 at 5:00 p.m.** to the Planning and Community Development Department, 333 Washington Street, Room 309, Town Hall Brookline, MA 02445. **Submit 1 signed original copy on white, 8.5” x 11” paper (collated and stapled) and send one copy electronically to glewis@brooklinema.gov.**

ONLY SUBMIT APPLICATION PACKET ALONG WITH OTHER REQUIRED ATTACHMENTS.

Applicants are cautioned not to make assumptions as to the implied meaning or intent of any part of the RFP. Applicants should request clarification if needed. Every request for information on or clarification of the RFP should be submitted in writing in a timely fashion being mindful of the RFP due date.

3. Applicants shall submit one application per project.
4. All proposed projects or activities must meet eligible activity guidelines as prescribed by HUD regulations. (See Basic Eligible Activities)
5. All proposed projects or activities must correspond with strategies and priorities noted herein, which are expected to be part Brookline’s Five Year Consolidated Plan and Strategy (FY2011-2015). **FOUND ON THE TOWN OF BROOKLINE WEBSITE UNDER PLANNING DEPARTMENT COMMUNITY DEVELOPMENT**
6. All projects previously funded by the Town of Brookline with CDBG funds must be in good standing, having met performance measurements standards set, and/or completed projects in order for the application to be eligible for funding. This means that all funds must be expended and/or on schedule to be expended by the contract end date. **Oversight by the Office of the Inspector General now necessitates draw down of funds within a year or becoming subject to Reasons for Delay and Remediation Plan. All of which may or not be approved by HUD.**

7. Completion of the proposed project or activity must be within 12 months of the fiscal year funding cycle AND correspond to the project/activity's outline submitted with the application.

Selection Process

At least two public hearings will be held during which the funding applications will be discussed and requestors will be able to make a presentation regarding their proposal. Applications will be reviewed and scored according to criteria established on page 6 by the CDBG Advisory Committee. The Committee will then make its recommendations to the Board of Selectmen. Final decisions on the applications will be made when the Town receives notification of its final CDBG entitlement amount and the process for obtaining the grant is completed by the Board of Selectmen.

While the Town makes every reasonable effort to inform the community of this RFP, we assume no responsibility for failure to inform all interested parties of its availability.

- *The Town reserves the right to reject incomplete and unresponsive proposals or deny future funding to applicants that have a history of being unresponsive in carrying out the grant requirements as stated by the Town and the U. S. Department of Housing and Urban Development (HUD).*
- *This RFP is a solicitation of proposals only; no offer of contract of funding is implied.*
- *Costs incurred by the respondent in preparation and completion of this RFP are not the Town's obligation and may not be reimbursed through grant funds.*
- *The Town reserves the right to fund projects at a level less than the amount requested.*
- *The application must demonstrate that the proposal could not be completed without the request of CDBG funds.*
- *The Town reserves the right to waive irregularities or deficiencies in the proposal if the Town determines that doing so is in the best interests of the Town.*
- *The Town may request supplemental written information from an applicant concerning the applicant's ability to perform the services. If the applicant fails to provide supplemental information within the time stated in the request, the Town may refuse to consider the applicant's proposal.*

Rules and Record-Keeping Requirements

Successful applicants will be required to sign a written agreement with the Town, which will state all of the applicant's reporting obligations including, but not limited to, the following:

1. Written records to justify all expenditures must be maintained for a period not less than four years after the full amount of the grant awarded is expended. Your records will be subject to review by the Town and HUD.
2. You must agree to administer the CDBG activity in accordance with OMB Circular A-122, "Cost Principle for Non-Profit Organizations", and OMB Circular A-110. In addition, if you are awarded \$300,000 or more, you will be required to comply with the Single Audit Act of 1984.
3. You will be required to submit quarterly status reports (no exceptions) which include information on levels of program service; persons/households served, including their racial and ethnic origin; performance measures attained; and/or work out plans relative to expenditures and milestones.
4. You will be required to submit additional reports as may be required by the Department of Housing and Urban Development and the Town.

5. You will be required to obtain written proof of income documentation as required by HUD for each person or household you assist to clearly document their eligibility for participation in your program. This includes third party documentation. Submission of such documentation strongly encouraged before first invoice request.
6. If any income is derived from the activities funded by CDBG, that program income must be returned to the Town.
7. In the event that HUD should determine that CDBG funds were improperly spent, that money will be reimbursed to the U.S. Treasury, and your organization will be responsible for this reimbursement.

Other Information

1. If you anticipate that the proposed project you will submit an application for CDBG funds is a multi-year activity, please provide details regarding current and future request. For example, if your current proposal will require full or partial future CDBG funding for completion, this relationship should be clearly identified within this application.
2. Successful applicants must be willing to comply with all applicable Federal, State, and Town statutes, rules, regulations and record keeping requirements governing the use of CDBG funds within timeframes mandated. The applicant selected by the Town will be required to enter into a written contract requiring compliance with the RFP and the proposal and any modifications and conditions imposed by the Town including CDBG grant terms applicable to the project. This contract must be signed and executed prior to disbursement of any funds.
3. Funds will be available upon completion of all regulatory requirements for the use of federal funds including, but not limited to, completion of an Environmental Review Record. Note: CDBG funds cannot be used to reimburse expenses incurred prior to the signing of a contract.
4. **Property Acquisition:** If acquisition is proposed, the applicant can have no financial or legal commitment to purchase. Any option agreements or other such agreements relating to the proposed purchase of the property shall be provided with the application for review.
5. **Construction Projects & Federal Wages Rates:** For any construction project over \$2,000, workers must be paid Federal Davis-Bacon wage rates (except housing rehab or construction, in which case eight or more units must be involved). These rates are established by area of specialization (i.e. plumbers, electricians, carpenters, laborers, etc.) and are based on one of four project types including “residential”. Sometimes, these wages are higher than accepted local rates and may increase the cost of the project since they must be paid on the entire project and not just the portion being funded by CDBG. There is additional record keeping burden required of contractors and applicant’s staff must conduct site interviews with employees while the work is underway.
6. **Town of Brookline Living Wage Ordinance:** The guidelines outlined in the Living Wage By-Law shall apply to all service contracts of the Town of Brookline. Covered Employee means any employee who performs direct services for the purpose of fulfilling the covered employer’s contractual obligations provided, however, that employees who perform services that are incidental to the execution of the contract are not covered employees. Services mean the furnishing of labor, time, or effort by a contractor and/or covered employer. Service contract means a contract for services awarded to a vendor by the Town for no less than the following amounts: \$5,000.00 for contracts commencing in fiscal year 2008 and thereafter. Effective July 1, 2013, the living wage is \$12.93 per hour.

Grant Initiation

Following initial notification of project selection for the entitlement grant, additional public hearings will be held until the Board of Selectmen vote on approval of the grant and its submission to HUD. Notification of project selection does not imply approval of all activities, specific costs proposed or proposed timelines. During the grant negotiation period proposed activities, additional resources, administrative costs, and other aspects of the project that were identified during the rating process will be discussed and resolved.

Once HUD approves the Town's FY2015 One Year Action Plan and an agreement is executed between HUD and the Town, a subrecipient agreement with recipients will then be negotiated and executed. The Subrecipient Agreement is the legal document which governs the administration of the grant and includes, but is not limited to:

- The amount of CDBG funds provided as well as the amount and sources of other funds committed to the project.
- A detailed project description outlining the scope of work to be completed.
- A detailed budget for implementation of project activities.
- The schedule for implementation of project activities.
- The general and special terms and conditions associated with the grant.
- HUD regulations and provisions.

Tentative Dates for FY2015 CDBG/HOME Program

2015 Application Cycle	
Applications Due	February 25, 2014 @ 5 p.m.
CD Advisory Committee Review of RFP's	(dates to be determined)
CD Advisory Committee Recommendations Meeting	(Proposed) March 14th, 2014 and any future date as needed.

FY2015 CDBG/HOME Schedule for Subrecipients	
Beginning of Fiscal Year	July 1, 2014
2014 CAPER final material from subrecipients due	July 21, 2014
All agencies must have one invoice submitted by this date or a letter explaining why no activity has occurred.	September 19, 2014
Minority Business Enterprise and Women Business Enterprise Report (MBE/WBE) submitted	September 26, 2014
Section 3 Reporting	September 26, 2014
Semi Annual Labor Standards Report (4/1/13 to 9/30/13) due.	October 3, 2014
Semi Annual Labor Standards Report (10/1/13 to 3/31/14) due.	April 10, 2015
Last day to submit invoices for FY2013	June 19, 2015
<i>Quarterly Status Reports Due:</i> October 10, 2014 January 9, 2015 April 10, 2015 June 26, 2015	

Scoring Criteria

All applications received will be subject to the following scoring criteria as part of evaluation/selection process.
Maximum Score: 100 points.

*As a result of an audit by the Office of Inspector General there is improved oversight by HUD on CDBG activities. Activities must draw down funds within a year of allocation to avoid field office approval or not of the reasons for delay and a remediation plan. Rejection by HUD of this can result in immediate completion of the activity or cancellation by HUD field office.

POINTS	CRITERIA
15	Executive Summary: Clear definition of need and appropriateness of proposed project to meeting this need.
10	Needs Statement: Identify and document the need for the proposed project, with current information, cited references, and understood issues.
10	Description of Proposed Program or Project: Provide sufficient detail to understand what will be accomplished along with the number of people to be served, described features of the program, and staffing levels and locations.
20*	Goals and Objectives & Methods of Accomplishment: Accomplishments must be described in terms of households served, people served, business created, housing units created, jobs created, or public facilities undertaken. Project schedule/timeline <u>MUST BE</u> included. Address if a prior funded grantee, name performance measures been met or not. Why?
5	Strategies for Building on Community Strengths: Describe how you employ strategies to build on community strength, including expansion of coordination with other agencies.
5	Program Evaluation Process: Subrecipient presents a reliable method of evaluating the program, which shows knowledge of methods that include qualitative as well as quantitative tools.
15	Matching Funding: To what extent will the subrecipients proposed project be supported by funds other than CDBG? <i>With diminishing entitlement funds, activities should not expect CDBG to be sole funding source.</i>
10	Fiscal Management: Describe the procedures for ensuring accurate fiscal management and control.
10	Schedule of Project Activities: Accurately determined outputs and goals for your activity/project

APPLICATION FOR FUNDING

(Please return Application only, along with other required attachments)

Note: Ineligible Activities

According to HUD regulations, CDBG funds may **NOT** be used for the following activities:

- Buildings for the general conduct of government (e.g., Town Hall);
- General government expenses;
- Political activities;
- New housing construction except under certain conditions when carried out by CBDO;
- Income Payment; and
- Acquisition, construction, or rehabilitation of structures that are used for inherently religious activities.

Tips for Preparing your Proposal

- Make sure your proposal is neat, clean, and free of typographical errors. Break up the copy with paragraphs and double-spacing. Don't use extravagant proposal packaging such as spiral bindings or plastic covers.
- Explain in common terms any funding sources the review committee may not be familiar with.
- Cite your sources when using charts, tables, and graphs.
- Be clear and concise when describing your program.
- Your proposal should address the problems of the people, *not the problems of the agency*.
- Follow the instructions provided.

Current Low- and Moderate-Income Guidelines

Effective December 18, 2013, the Department of Housing and Urban Development (HUD) released FY2014 Median Family Income Limits. These income limits are in affect for CDBG funded activities until new rates are released by HUD.

HOUSEHOLD SIZE	EXTREMELY LOW INCOME (0-30%)	VERY LOW INCOME (31-50%)	LOW INCOME (51-80%)
1	\$19,800	\$32,950	\$47,450
2	\$22,600	\$37,650	\$54,200
3	\$25,450	\$42,350	\$61,000
4	\$28,250	\$47,050	\$67,750
5	\$30,550	\$50,850	\$73,200
6	\$32,800	\$54,600	\$78,600
7	\$35,050	\$58,350	\$84,050
8	\$37,300	\$62,150	\$89,450